



Disaster

Preparation & Recovery Guide

How to prepare and restore property from fire, storm, flood & water damage.



Courtesy of:

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Table of Contents

Storm Damage

Storm Damage Prevention	1
Storm Supply List.....	3
How to Avoid Hurricane Damage.....	4

Water Damage

Water Damage Prevention	5
What to Do When Flooding is Imminent	6
Water Damage Basics	7
Water Damage FAQs.....	7
Recovering from a Flood	9
Flood Emergency Checklist.....	9
Hiring a Professional Restoration Company	10

Fire Damage

Securing Your Property Before a Fire	11
What to Do During a Fire	13
What to Do After a Fire	13
Fire Recovery Checklist.....	14

Helpful Information from FEMA

FEMA's Emergency Preparedness Guide	15
FEMA Resource Links	19

ACCORD Restoration, leaders in property repair and restoration, brings you this handy guide for preparing and restoring property after a fire, flood, storm or other disaster. This information was either written by ACCORD Restoration, or sourced from the Federal Emergency Management Agency (FEMA). More information can be found on FEMA's website at www.FEMA.gov and on our website at www.ACCORDRestoration.com/guides. *NOTE: This guide is meant for informational purposes only. Before disaster strikes or when recovering from a disaster, we recommend consulting with your property insurance carrier to insure that the steps you are taking for planning or recovery fall within their individual guidelines for coverage.*

Storm Damage Prevention

Storms can wreak havoc on any structure or building they comes across. Preparing for these potential disasters, especially if you live in an area prone to large storms, such as tornados and hurricanes, is essential. Long before a storm hits, it is vital to know the ins and outs of your insurance policy.

- Have your building appraised every five years and assessed for potential risks so that you and your insurance agency have the most up-to-date information.
- Make any suggested changes to help prevent damage to your property.

A generator that can run your heating or air conditioning in the event of a power outage is an advisable storm preparation investment. This will allow you to run equipment such as a dehumidifier, which can help prevent mold growth after flooding.

When the storm is imminent, your preparations could include:

- Covering windows and glass doors with hurricane shutters or storm panels, or board them up with plywood and plastic sheeting.
- Knowing where your property's central water and power shut-offs are located.
- Securing all outdoor items, such as patio furniture and lawn decorations, or bring them inside, since they can pose a hazard in high winds.
- Checking for any dead trees or susceptible limbs that can cause serious damage if they fall on your home or building.

After a storm, walk your property's exterior and make note of damage, including fallen tree limbs, debris and downed power lines. You should check for missing or damaged roof shingles, gutters and siding. If possible, take photos of the damage. They may be helpful in filing insurance claims and identifying for professionals areas of your property, that need to be restored.

Storm Supply List

Storms not only cause damage to your property, but they can also destroy your peace of mind. To help you prepare for a flood, hurricane or other natural disaster, here is a list of key items that you should have readily available:

<ul style="list-style-type: none"> <input type="checkbox"/> Flashlights <input type="checkbox"/> Battery-operated lanterns <input type="checkbox"/> Battery-powered radio <input type="checkbox"/> Battery-operated fan <input type="checkbox"/> Extra batteries—you should have two extra sets for each battery operated item <input type="checkbox"/> Special care items for infants or family members with specific medical needs <input type="checkbox"/> Prescription medication supply <input type="checkbox"/> First aid kit <input type="checkbox"/> Clean drinking water <input type="checkbox"/> Waterproof matches and lighters 	<ul style="list-style-type: none"> <input type="checkbox"/> Propane or gas grill/stove (for outdoor use only) <input type="checkbox"/> Supply of canned/non-perishable foods <input type="checkbox"/> Manual can opener <input type="checkbox"/> Disposable utensils, plates and cups <input type="checkbox"/> Fuel for your car and/or portable generator along with a funnel <input type="checkbox"/> Garbage bags <input type="checkbox"/> Rope and hand tools <input type="checkbox"/> Insurance agency contact information and other important documents in waterproof containers.
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Additional storm preparations include:

- Fill clean bathtubs with water for miscellaneous use and remember that pool water can be used to flush toilets.
- Be sure that you have at least a 30-day supply of prescription medications or special care items, as well as a minimum of a three-day supply of food for each person and pet.
- Transfer perishable food items to an insulated cooler. Try to eat these foods first because of the potential for spoilage.
- Cover windows and glass doors with hurricane shutters or storm panels. If these materials are not readily available, board them up with plywood when necessary and plastic sheeting to protect your property.

How to Avoid Hurricane Damage

Once an impending hurricane hits, there often is little that can be done. Luckily, there are preventative measures that you can take to protect your property against wind and water damage. These steps range from those best left to professionals to those for do-it-yourselfers.

Before making structural changes to your property, check local building codes and keep in mind that not all homes require the same degree of storm protection. For example, areas with a high likelihood of hurricanes and other strong storms may benefit greatly from “hurricane straps”, while this may not be an advisable investment for other property owners.

Check with your local American Red Cross or other emergency management offices for information on the area’s flood elevation, which can help you determine how much water is likely to flow into your property.



Also, remember that homeowners insurance does not cover flooding, so it is important to purchase flood insurance. Note: It will be 30 days before the policy takes effect, so don’t wait until the storm warning appears.

Securing the Roof

High winds can cause your roofing structure to fail, if the sheathing is not properly installed. Roofs are designed to transfer the force of high winds down to the foundation. If the roof sheathing is not nailed into the rafters or trusses of your roofing structure, then it can fail to perform as designed. From the attic, examine the roofing boards for proper installation. When replacing your roof, make sure that the sheathing complies with the latest industry standards. Check for proper bracing of your roof’s gables, the upper portion of a sidewall that comes to a triangular point at the ridge of a sloping roof.

From inside the attic space, you should see X-shaped supports in these areas. If these supports are not in place, be sure to hire a contractor to brace them properly. Hurricane straps, which are galvanized metal braces that keep the roof securely fastened to the walls of a home or building, are advised for properties in areas with a high hurricane risk. Installing braces should be left to a licensed professional.

Securing Windows and Doors

Your property’s windows and doors must be properly braced to withstand the high winds of hurricanes, because, if breached, the resulting high pressure can cause serious damage to your walls and roofing structure. Protect your property’s vulnerable openings with storm shutters. They can be purchased for exposed windows, skylights, doors and other glass surfaces. They are available in steel, wood or aluminum. Their protection benefit can be mimicked with plywood.

Also most bolts that come with your doors are not capable of withstanding the high winds associated with hurricanes. Reinforcing bolts to secure your doors to the top and bottom frame will ensure that your doors will be able to handle the storm.

Protecting Home Systems from Flooding

Your electrical system can be ravaged by flooding. To minimize and prevent damage to this vital system, make sure that the main electrical panel board and all electrical outlets and switches are located at least 12 inches above the flood elevation for your area. If not, consider elevating all wire and service lines 12 inches above the flood elevation, but be sure that all electrical wiring is done by a licensed electrician. Electrically run units, such as washers, dryers, furnaces and water heaters, should be moved to a higher level or elevated at least 12 inches above the flood elevation, if possible. A base of concrete or pressure treated lumber that can hold the weight may be used to elevate the units. Consider building a flood wall around these units, if they cannot be relocated.

To prevent floating and potential spills, anchor fuel tanks to the floor and be sure that vents and openings are above projected flood elevation. To protect your floor drain, install a float plug and a licensed plumber should put in a backflow valve to prevent sewage back up. See more information on preparing for flooding below.

Water Damage

Even if your property does not sit in a flood zone, flood damage from storms, broken water pipes and faulty sprinkler systems can leave your property damaged. No matter what type of property you are looking to protect or where it sits, taking steps to prevent water damage beforehand is wise. Below we have outlined steps that can be taken to minimize damage that can occur due to flooding. And if you are in the unfortunate position of having to recover from water damage, helpful information for that is included below as well.

Water Damage Prevention

Recovering from water damage is time consuming, aggravating and costly. These are all good reasons to take precautions to lessen the chances of your property being damaged by water or to reduce the amount of damage.

Outside of natural disasters, many flooding situations are preventable. Through periodic checks and maintenance, you can help prevent costly damage.

Following is a checklist of items that can help prevent water damage to your property.



Prior to a flood, there are actions that you can take to minimize damage:

- Have a professional assess your property for high-risk areas. Identifying these low-lying areas gives you an indication of where sandbags will be helpful to prevent flooding on your property.
- Occasionally check your plumbing system for leaks, including pipes and faucets in sinks, toilets, showers and bathtubs. For extra protection, re-caulk around sinks.
- Inspect the area surrounding water heaters and air conditioning units a few times each year for wet spots. If water is present, have them inspected by a professional.
- Check sump pumps several times a year to be sure they are in good working order.
- Inspect the outside of your property for signs of damaged roofing, chimneys, vents and gutter systems. Have any missing or loose items repaired.
- Keep gutters and downspouts clear of debris. Downspouts should be pointed away from the building on a downward slope. If the property slopes up at the end of a downspout unit, add downspout extensions to help route water away from the property.
- Make sure fuel tanks located above ground are well anchored. This will prevent them from floating away in the event of a flood.
- Consider dry and/or wet flood proofing your property. Dry flood proofing inhibits flood waters from entering a building. Wet flood proofing allows waters to enter the building but minimizes the damage to the interior.
- Consider purchasing a generator for outdoor use only. Keep generators away from air intakes into the building and do not use them in any attached building, such as a garage.
- Install check valves in sewer traps or catch basins to prevent the unwanted backflow of sewer water up through the trap while permitting the downflow of water through the trap and into the sewer.
- Develop a plan of action in the event of a flood and make sure all of the property's occupants are informed of the procedures.

What to Do When Flooding is Imminent

When a flood is imminent, there are specific steps to take to ensure proper protection for your property:

- Obtain the necessary materials for sandbags and create a plan for their strategic placement around your property.
- Secure or bring in outdoor furniture and other items.
- Stock up on clean water and other necessities.
- Be sure to read the Storm Supply List and have these items readily available.
- If evacuating the building, turn off all utilities including electric, natural gas and the main water supply.
- Place important documents, computer equipment and other valuables in a designated "flood safe" area or store them in waterproof packaging.

Water Damage Basics

When dealing with water, timing is imperative. The longer you wait to start the clean-up process, the worse the damage is going to get. Once the water has been removed from the premises, you can start the clean-up process by opening all doors and windows.

Remember to keep everything open until all parts of the property are dry including floors, furniture, walls and other materials. Unwanted water can destroy materials such as wood, steel and laminate. It can cause the growth of mold and damage walls and floors. Damage can happen instantly with a big storm or slowly overtime with a leaky pipe.

Water damage is typically placed into one of three categories. The category of water determines how the water will be removed.



Category 1: This category includes clean water that poses no threat to people. The circumstances that can cause this type of water damage usually include sink and bathtub overflows and appliance malfunctions. These types of messes are easy to clean-up and are only likely to cause minor water damage, if any.

Category 2: The second category is known as grey water which is contaminated water. This water will have a significant amount of chemical, biological or physical contaminants to be rated in this category. Grey water can cause sickness when one is exposed to or drinks it. This category includes water discharge from dishwashers or washing machines, overflows of toilets and water seepage from hydrostatic failures.

Category 3: This third and final category contains water known as black water, which affects indoor environments. It is very unsanitary and can cause sickness due to high amounts of bacteria and fungi. This category includes water from sewage, seawater, water from rivers and streams, ground surface water and standing water.

Water Damage FAQs

Below you will find the answers to some of the frequently asked questions about water damage. For more information or if you have any questions to the contents below, please call 888-277-0651.

1. How does the water removal process work?

Several steps are taken to remove water from your property in the event of a flood, hurricane, or other water related disaster. First, the water will be removed from the property. Once the water is removed, a de-humidification process will begin to dry the wet areas. Next, the affected areas will be tested in order to verify that the property is returned to pre-loss levels.

Other processes involved with water damage restoration include wet carpet restoration, odor control, fabric restoration, mold remediation, dry wall restoration and wood floor restoration.

2. Does water damage cause mold?

Water damage certainly has the potential to cause the growth of mildew and mold. Because mold thrives in moist environments, any place that is wet (and especially humid) is a perfect place for mold to grow. Mold typically takes 48-72 hours to begin to grow. Responding quickly greatly mitigates against mold damage.

3. What are the major sources of water damage?

Water damage can come from many sources. Some of these sources include: hurricanes, storms, leaking pipes and malfunctioning washing machines and heaters.

Water damage can also occur as a result of leaks in your roofing, siding and from defective gutters which will cause water to pool around your property and potentially leak into your basement.

4. What are some hidden signs of water damage?

Some of these signs include peeling paint and wallpaper, splotches of mold, moisture and condensation, a musty smell and moisture in your carpet or other flooring.



5. How can I prepare for expected water damage?

The best way to keep water damage from becoming a major problem is to prepare your property before the damage occurs. One thing you should be sure to know is how to cut-off the power in your home in case of a flood. In case of a storm, water and electricity are a deadly combination. You want to know where your water shut-off valves and fuse box are located in the case that you need to turn the power off.

6. Are there any tools or pieces of equipment that are important when dealing with water damage?

Moisture detectors are important since moisture can cause mold growth and poor air quality. Leak detectors are used for finding hidden leaks such as in walls and crawlspaces. Other tools you can use are dehumidifiers and water extractors to help repair water damage.

Recovering from Flooding

Following a flood, you can prevent further damage to your property and mitigate some of the damage before restoration professionals arrive by following these tips:

- Contact your insurance provider as soon as possible.
- If safe and accessible, turn off the main electric power, natural gas and water supply, otherwise have a professional do so.
- Keep electric, natural gas and water turned off for your safety until professionals have inspected these systems for damages.
- Examine the condition of the facility after flood waters recede. Determine whether the facility is structurally safe to inhabit. If you are unsure, wait for a professional to declare it structurally safe before re-entering the building.
- Assess the extent of damage to the interior and exterior of your property. Take detailed notes and photograph the damage, if possible. This will help restoration professionals when they arrive and document the damages for insurance claim purposes.
- Remove standing water from the interior of your property.
- Remove saturated carpeting, furnishings and debris.
- Run a dehumidifier along with fans to circulate the air in order to dry out properly. If you don't have a dehumidifier run battery operated fans.
- Relocate wet items to a sunny area, if possible, to speed the drying process.
- Remove debris to the outdoors for easy pick-up.

Flood Emergency Checklist

Here is a helpful checklist for minimizing damage to your property after flooding.

- Alert your insurance company immediately. Your insurance agent is your partner during this stressful time. He/she will guide you through the claims and clean-up process.
- Take photos of the damage prior to the property being cleaned-up, boarded-up or demolished. Having photographic documentation of the damage could be helpful for insurance purposes.
- Determine whether your house or place of business is structurally safe. If not, you will need to evacuate the facility and make alternate arrangements.
- Locate your electrical and water supply if it is safe, or wait for a professional.
- Protect and secure property assets and/or personal belongings.
- Relocate all valuables to a safe and dry place.

- If there is standing water, try to remove as much of it to the outdoors as possible and run the air conditioning, a dehumidifier or a fan to help dry out the area.
 - **WARNING:** Water damage may begin to produce mold within 48-72 hours.
 - If conditions allow, cover broken windows and doors as well as damaged walls and roof areas with plywood or plastic sheeting to prevent additional moisture entry and to protect the property from the elements.
 - Inspect the property thoroughly. If it is safe, as many observations and comments you can provide will help speed up the restoration process when professional help arrives.
 - Determine if there are roof shingles missing or if there is any damage to your home's exterior, including to the gutters, windows, siding, chimneys, etc.
 - Inspect the property for any signs of water infiltration.
 - Determine if the insulation is wet or damaged. Be sure to check the insulation around your windows and doors and in your attic, crawl spaces and walls.
 - Look closely to verify that your foundation walls are intact.
-

Hiring a Professional Restoration Company

In most cases your insurance agent will make clean-up/restoration contractor recommendations. However, in some situations, you may be advised to hire a restoration company of your own choosing. The following are tips for hiring the best professional restoration company:

- Look for a professional restoration company that specializes in working with property owners after a fire, flood, storm or other disaster. These companies are a better choice than general contracting companies that may offer restoration services.
- Be sure that the company you choose is licensed and insured in the state where the work will be performed.
- Do not sign a contract unless the job is described in detail including what will be done, a price estimate and what materials/tools will be used.
- Ask for a list of references. Also, look at before and after pictures of the company's work.
- Do not hire a company that requires a larger than normal deposit in order to start work.

Fire Damage

It is estimated that every year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fires is estimated at \$8.6 billion annually.

FEMA provides helpful information on taking proper precautions for preventing fires, planning escape routes and recovering from fire damage, outlined below.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.



Securing Your Property Before a Fire

Smoke Alarms

- Install smoke alarms. Properly working smoke alarms decrease your chances of dying in a fire by half.
- Place smoke alarms on every level of your residence. Place them outside bedrooms on the ceiling or high on the wall (4 to 12 inches from ceiling), at the top of open stairways, or at the bottom of enclosed stairs and near (but not in) the kitchen.
- Test and clean smoke alarms once a month and replace batteries at least once a year. Replace smoke alarms once every 10 years.

Escape Planning

- Review escape routes with your family. Practice escaping from each room.
- Make sure windows are not nailed or painted shut. Make sure security gratings on windows have a fire safety opening feature so they can be easily opened from the inside.
- Consider escape ladders if your residence has more than one level, and ensure that burglar bars and other antitheft mechanisms that block outside window entry are easily opened from the inside.
- Teach family members to stay low to the floor (where the air is safer in a fire) when escaping from a fire.
- Clean out storage areas. Do not let trash, such as old newspapers and magazines, accumulate.

Flammable Items

- Never use gasoline, benzene, naphtha, turpentine, or similar flammable liquids indoors.
- Store flammable liquids in approved containers in well-ventilated storage areas.
- Never smoke near flammable liquids.
- Discard all rags or materials that have been soaked in flammable liquids after you have used them. Safely discard them outdoors in a metal container.
- Insulate chimneys and place spark arresters on top. The chimney should be at least three feet higher than the roof. Remove branches hanging above and around the chimney.

Heating Sources

- Be careful when using alternative heating sources.
- Check with your local fire department on the legality of using kerosene heaters in your community. Be sure to fill kerosene heaters outside, and be sure they have cooled.
- Place heaters at least three feet away from flammable materials. Make sure the floor and nearby walls are properly insulated.
- Use only the type of fuel designated for your unit and follow manufacturer's instructions.
- Store ashes in a metal container outside and away from your residence.
- Keep open flames away from walls, furniture, drapery, and flammable items.
- Keep a screen in front of the fireplace.
- Have heating units inspected and cleaned annually by a certified specialist.

Matches and Smoking

- Keep matches and lighters up high, away from children, and, if possible, in a locked cabinet.
- Never smoke in bed or when drowsy or medicated. Provide smokers with deep, sturdy ashtrays. Douse cigarette and cigar butts with water before disposal.

Electrical Wiring

- Have the electrical wiring in your residence checked by an electrician.
- Inspect extension cords for frayed or exposed wires or loose plugs.
- Make sure outlets have cover plates and no exposed wiring.
- Make sure wiring does not run under rugs, over nails, or across high-traffic areas.
- Do not overload extension cords or outlets. If you need to plug in two or three appliances, get a UL-approved unit with built-in circuit breakers to prevent sparks and short circuits.
- Make sure insulation does not touch bare electrical wiring.

Other

- Sleep with your door closed.
 - Install A-B-C-type fire extinguishers in your residence and teach family members how to use them.
 - Consider installing an automatic fire sprinkler system in your residence.
 - Ask your local fire department to inspect your residence for fire safety and prevention.
-

During a Fire

If your clothes catch on fire, you should:

- Stop, drop, and roll - until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire, you should:

- Check closed doors for heat before you open them. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).

Hot Door - Do not open. Escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.

Cool Door - Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

- Crawl low under any smoke to your exit - heavy smoke and poisonous gases collect first along the ceiling.
 - Close doors behind you as you escape to delay the spread of the fire.
 - Stay out once you are safely out. Do not reenter. Call 9-1-1.
-

After a Fire

The following are guidelines for different circumstances in the period following a fire:

- If you are with burn victims, or are a burn victim yourself, call 9-1-1; cool and cover burns to reduce chance of further injury or infection.
- If you detect heat or smoke when entering a damaged building, evacuate immediately.
- If you are a tenant, contact the landlord.

- If you have a safe or strong box, do not try to open it. It can hold intense heat for several hours. If the door is opened before the box has cooled, the contents could burst into flames.
 - If you must leave your home because a building inspector says the building is unsafe, ask someone you trust to watch the property during your absence.
-

Fire Recovery Checklist

The following checklist, created by FEMA, serves as a quick reference and guide for you to follow after a fire strikes.

- Contact your local disaster relief service, such as the Red Cross, if you need temporary housing, food, and medicines.
 - If you are insured, contact your insurance company for detailed instructions on protecting the property, conducting inventory, and contacting fire damage restoration companies. If you are not insured, try contacting private organizations for aid and assistance.
 - Check with the fire department to make sure your residence is safe to enter. Be watchful of any structural damage caused by fire.
 - The fire department should see that utilities are either safe to use or are disconnected before they leave the site. DO NOT attempt to reconnect utilities yourself.
 - Conduct an inventory of damaged property and items. Do not throw away any damaged goods until after an inventory is made.
 - Try to locate valuable documents and records. Refer to information on contacts and the replacement process inside this brochure.
 - If you leave your home, contact the local police department to let them know the site will be unoccupied.
 - Begin saving receipts for any money you spend related to fire loss. The receipts may be needed later by the insurance company and for verifying losses claimed on income tax.
 - Notify your mortgage company of the fire.
 - Check with an accountant or the Internal Revenue Service about special benefits for people recovering from fire loss.
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Helpful Information from the Federal Emergency Management Agency (FEMA)

The Federal Emergency Management Agency (FEMA) offers a wide range of helpful information for property owners. Whether it's helping to prevent or minimize disaster damage, create action plans to be used before, during or after a disaster, or recovering from a disaster, FEMA was established to help. On the following pages you will find the Emergency Preparedness Checklist, created by FEMA and the American Red Cross. We have also included links to several resources located on FEMA's website.

Emergency Preparedness Checklist



Federal Emergency Management Agency



American Red Cross

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency.

Learn how to protect yourself and cope with disaster by planning ahead. This

checklist will help you get started. Discuss these ideas with your family, then prepare an emergency plan. Post the plan where everyone will see it—on the refrigerator or bulletin board.

For additional information about how to prepare for hazards in your community, contact your local emergency management or civil defense office and American Red Cross chapter.

Emergency Checklist

Call Your Emergency Management Office or American Red Cross Chapter

- Find out which disasters could occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn your community's evacuation routes.
- Ask about special assistance for elderly or disabled persons.

Also...

- Ask your workplace about emergency plans.
- Learn about emergency plans for your children's school or day care center.

Create an Emergency Plan

- Meet with household members to discuss the dangers of fire, severe weather, earthquakes and other emergencies. Explain how to respond to each.
- Find the safe spots in your home for each type of disaster.

- Discuss what to do about power outages and personal injuries.
- Draw a floor plan of your home. Mark two escape routes from each room.
- Show family members how to turn off the water, gas and electricity at main switches when necessary.
- Post emergency telephone numbers near telephones.
- Teach children how and when to call 911, police and fire.
- Instruct household members to turn on the radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster (it is often easier to call out-of-state than within the affected area).
- Teach children your out-of-state contact's phone numbers.
- Pick two emergency meeting places.
 - 1) A place near your home in case of a fire.
 - 2) A place outside your neighborhood in case you cannot return home after a disaster.
- Take a basic first aid and CPR class.
- Keep family records in a water and fire-proof container.

Prepare a Disaster Supplies Kit

Assemble supplies you might need in an evacuation. Store them in an easy-to-carry container such as a backpack or duffle bag.

Include:

- A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers. Identify the storage date and replace every six months.
- A supply of non-perishable packaged or canned food and a non-electric can opener.
- A change of clothing, rain gear and sturdy shoes.
- Blankets or sleeping bags.
- A first aid kit and prescription medications.
- An extra pair of glasses.
- A battery-powered radio, flashlight and plenty of extra batteries.
- Credit cards and cash.
- An extra set of car keys.
- A list of family physicians.
- A list of important family information; the style and serial number of medical devices such as pacemakers.
- Special items for infants, elderly or disabled family members.

Emergency Plan

Out-of-State Contact

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Local Contact

Name _____

Telephone (Day) _____ (Evening) _____

Nearest Relative

Name _____

City _____

Telephone (Day) _____ (Evening) _____

Family Work Numbers

Father _____ Mother _____

Other _____

Emergency Telephone Numbers

In a life threatening emergency, dial 911 or the local emergency medical services system number

Police Department _____

Fire Department _____

Hospital _____

Family Physicians

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

Reunion Locations

1. Right outside your home _____

2. Away from the neighborhood, in case you cannot return home _____

Address _____

Telephone _____

Route to try first _____

Escape Plan



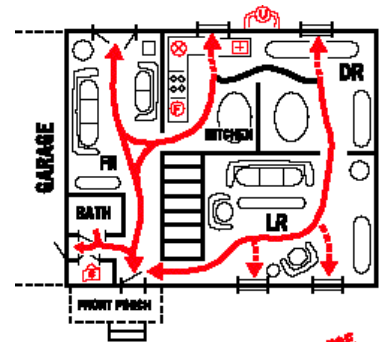
In a fire or other emergency, you may need to evacuate your house, apartment or mobile home on a moment's notice. You should be ready to get out fast.

Develop an escape plan by drawing a floor plan of your residence. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Indicate the location of emergency supplies (Disaster Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, first aid kits and utility shut off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside of the home where household members should meet in case of fire.

Be sure to include important points outside such as garages, patios, stairways, elevators, driveways and porches. If your home has more than two floors, use an additional sheet of paper. Practice emergency evacuation drills with all household members at least two times each year.

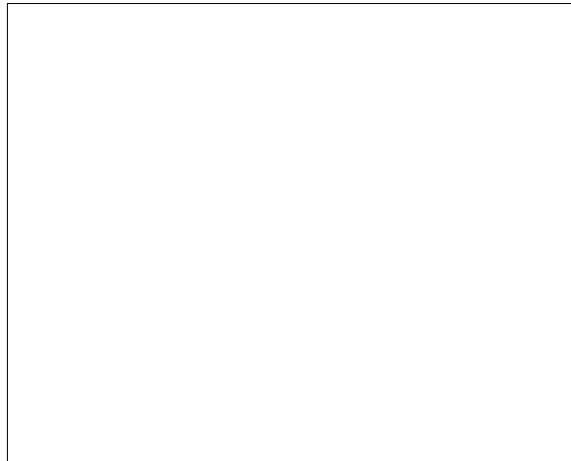
Example:

Floor one

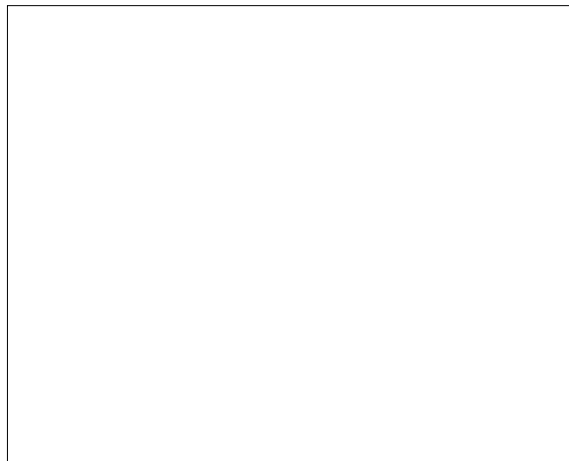


Floor Plan

Floor One



Floor Two



Normal Exit Route



Emergency Exit Routes



Fire Extinguisher



Smoke Detectors



Disaster Supplies Kit



Doors



Collapsible Ladder



Reunion Location (Outside)



Stairways



Utility Shut Off



Windows



First Aid Kit

Home Hazard Hunt

In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break or cause a fire is a potential hazard.

- Repair defective electrical wiring and leaky gas connections.
- Fasten shelves securely and brace overhead light fixtures.
- Place large, heavy objects on lower shelves.
- Hang pictures and mirrors away from beds.
- Strap water heater to wall studs.
- Repair cracks in ceilings or foundations.
- Store weed killers, pesticides and flammable products away from heat sources.
- Place oily polishing rags or waste in covered metal cans.
- Clean and repair chimneys, flue pipes, vent connectors and gas vents.

If You Need to Evacuate

- Listen to a battery powered radio for the location of emergency shelters. Follow instructions of local officials.

- Wear protective clothing and sturdy shoes.
- Take your Disaster Supplies Kit.
- Lock your house.
- Use travel routes specified by local officials.

If you are sure you have time ...

- Shut off water, gas and electricity, if instructed to do so.
- Let others know when you left and where you are going.
- Make arrangements for pets. Animals may not be allowed in public shelters.

Prepare an Emergency Car Kit

Include:

- Battery powered radio, flashlight and extra batteries
- Blanket
- Booster cables
- Fire extinguisher (5 lb., A-B-C type)
- First aid kit and manual
- Bottled water and non-perishable high energy foods such as granola bars, raisins and peanut butter

- Maps, Shovel, Flares
- Tire repair kit and pump

Fire Safety

- Plan two escape routes out of each room.
- Practice fire drills at least twice a year.
- Teach family members to stay low to the ground when escaping from a fire.
- Teach family members never to open doors that are hot. In a fire, feel the bottom of the door with the palm of your hand. If it is hot, do not open the door. Find another way out.
- Install smoke detectors on every level of your home. Clean and test them at least once a month. Change batteries at least once a year.
- Keep a whistle in each bedroom to awaken household in case of fire.
- Check electrical outlets. Do not overload outlets.
- Purchase and learn how to use a fire extinguisher (5 lb., A-B-C type).
- Have a collapsible ladder on each upper floor of your house.
- Consider installing home sprinklers.

The Federal Emergency Management Agency's Community and Family Preparedness Program and the American Red Cross Community Disaster Education Program are nationwide efforts to help people prepare for disasters of all types. For more information, please contact your local emergency management office and American Red Cross chapter. This brochure and other preparedness materials are available by calling FEMA at 1-800-480-2520, or writing: FEMA, P.O. Box 2012, Jessup, MD 20794-2012.

Publications are also available on the World Wide Web at:

FEMA's Web site: <http://www.fema.gov>

American Red Cross Web site: <http://www.redcross.org>

Your Local Contact is:

L-154
ARC 4471
Aug. 1993

HURRICANE • FIRE • HAZARDOUS MATERIALS SPILL

Federal Emergency
Management Agency



EMERGENCY PREPAREDNESS CHECKLIST



TORNADO • FLASH FLOOD • EARTHQUAKE • WINTER STORM

FEMA Resource Links

FEMA's Ready.gov website is loaded with helpful information on preparing for and recovering from disasters. Links to several areas of the site are included below. For the full range of information, visit www.ready.gov.

Are You Ready? An In-Depth Guide to Citizen Preparedness is FEMA's most comprehensive guide to preparing for disasters. To download the guide, [click here](#).

The Ready.gov website also features sections specific to certain types of disasters, offering helpful tips on planning and recovery. Click the links below to directly access the Ready.gov website sections:

- [Fires](#)
- [Floods](#)
- [Hurricanes](#)
- [Thunderstorms & Lightning](#)
- [Winter Storms & Extreme Cold](#)
- [Earthquakes](#)